

**EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

VIOLET VARONA-LUKENS
Executive Officer



April 25, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Violet Varona-Lukens *VL*
Executive Officer

Subject: **Progress Report on Open Government Measures
(Syn. 94, Item S-2 of April 2, 2002)**

This memo summarizes the Executive Office's progress in implementing your Board's actions under Item S-2 of April 2, 2002 relating to open government.

Items 1 & 2 Tape recording of closed sessions/

Children's Services Inspector General reports

At your Board's direction, my office redrafted the closed session procedures to require that the minute book of closed session meetings include an audio recording of the meeting. The revised procedures also were revised to delete the Children's Services Inspector General's reports from the list of subjects that your Board may consider in closed session. Your Board approved these procedures on April 2, 2002.

Item 3 Post Board letters and departmental backup materials on the web

My office will continue to post all Board letters and supporting documents on our web site each week as soon as the agenda is finalized. As directed by your Board, additional departmental backup materials received by my office are linked to the agenda items. This practice began with the agenda for the meeting of April 23, 2002.

Item 4 Official transcript and corresponding video segments on-line

My staff has been working closely with Internal Services Department and the Director of Public Affairs on a cost estimate for placing an official transcript and corresponding video segments of Board meetings on the Board's web site. We will file a joint Board letter containing the required cost estimate by the end of this week.

Related to this item, my office has issued protocols to require that department and district heads and departmental representatives sign-in upon arrival at Board meetings. This information will be electronically transmitted to Network Television Time, Inc., and will be incorporated into the transcript should the individual speak before your Board at the meeting. Further, the protocols provide that each department/district head and staff person who speaks at the Board meeting must clearly state his/her name, title and department or district for the record. This requirement will also be added to the Rules of the Board, pursuant to Item 13 (below). These actions will assist us in creating a full, complete and accurate official transcript.

Item 5

Adopt policy for releasing official documents to the public

For many years, the Executive Office has had a policy of releasing documents to the public immediately upon request and we have placed many documents and records on our web site for the public's convenience. Insofar as we have been able to determine, your Board was the first Board of Supervisors in California, and perhaps the first governing body at any level in the state, to provide web access to supporting documents relating to agenda items.

However, we have reviewed our policy and procedures and have revised them to conform to the CAO's model, as directed by your Board. The policy requires that we post on the Executive Office web site, copies of Board letters, Board memos and reports to the Board generated by this office regarding matters that are within the subject matter jurisdiction of the Board. The words "Executive Officer Reports" will appear on the Board's home page and will link to the documents. The necessary changes to the web site will be completed by May 14, 2002.

In accordance with the policy, we will also place a paper copy of these documents in the front reception area in Room 383 to provide the public with greater access. I have attached a copy of the current draft of the new policy for your convenience.

Item 6

Renew the Board's Policy to expeditiously honor press requests for records

Section 3.140 of the Board Policy Manual on the County's Intranet site, entitled *Media Policy Guidelines for Departments*, was scheduled for sunset review by March 29, 2003. Pursuant to your Board's direction, my staff has rescheduled the sunset review date for this policy to March 29, 2013 and added a reference to our Board's April 2, 2002 order.

In the meantime, I understand that the CAO is working on placing the media policy information on the County's public web site. I have attached a copy of the renewed Policy Manual Section that now appears on the County Intranet site.

Item 7 Prepare materials and conduct seminars for staff of bodies that operate under the Brown Act

The staffs of the County Counsel and the Executive Office have, for many years, conducted quarterly orientation seminars for County commissioners that includes extensive instruction on the relevant provisions of the Brown Act. Our offices are currently working on scheduling an annual Brown Act seminar that will be offered to the chairpersons and staff of all County commissions, committees, boards and task forces, using relevant portions of the commissioner orientation program.

Item 9 Review by Brown Winfield and Canzoneri of open government proposals
My staff and I have reviewed the proposals, including the "Sunshine Act", and are prepared to work with Brown Winfield and Canzoneri to evaluate their potential impact. The law firm has indicated that they will contact me when they are ready to begin the review process.

Item 13 Draft amendments to the Rules of the Board to alter meeting procedures
We will work with the County Counsel in placing these rules before your Board for approval and in publishing the amended rules. Additionally, my staff has drafted and submitted to the County Counsel an amendment to Section 38 re: *Addressing the Board*, to require department and district heads and their representatives to sign-in upon their arrival at the Board meeting and to identify themselves by name, title and department/district when testifying before your Board. This requirement will assist us in creating an accurate and complete official transcript for uploading to our web site. (See also Item 4, above.)

Item 14 Place Supervisors' names and vote tabulations on the video tape
My staff will continue to work with the CAO's Director of Public Affairs and Network Television Time in implementing this order. The vendor is developing a cost estimate for a system to achieve this objective.

Each Supervisor
April 25, 2002
Page 4

Over the next few weeks we will continue to work with the Chief Administrative Office, the County Counsel and other departments to fully implement all of the orders made by your Board with respect to Item S-2. If you need any clarification regarding this report, please call me.

Enclosures

c: Chief Administrative Officer
County Counsel

C:\My Documents\S-2 Progress Report.doc

DRAFT
Executive Office of the Board of Supervisors

**POLICY AND PROCEDURES REGARDING
PUBLIC ACCESS TO EXECUTIVE OFFICE BOARD LETTERS,
MEMOS AND REPORTS**

POLICY

It is the policy of the Executive Office to place documents and information that are useful to the public and the media on the Board of Supervisors web site. Consistent with this policy, Executive Office memos and reports that are submitted to the Board of Supervisors and that deal with matters that are within the subject matter jurisdiction of the Board shall be placed on the Board's web site. These documents will also be placed in the front reception area of Room 383 of the Kenneth Hahn Hall of Administration.

Electronic copies of Board letters filed by the Executive Office, Board memos and reports to the Board are to be sent to the Board Operations Division at the same time the documents are distributed to the Board. These documents should be posted to the Board's web site on the same day, if possible.

PROCEDURE

1. The Executive Officer or senior manager who is responsible for preparing the document will determine if the document is one that is subject to this policy based on the description above. The Executive Officer or senior manager will notify the appropriate Executive Office secretary or other staff member of this determination.
2. Executive Office secretaries or other designated staff are to send an electronic copy (pdf) of a Board letter, Board memo or report to the Board to the Executive Office's Board Operations Division at **(electronic address to be typed here)** and will deliver a paper copy of the document to the front receptionist.
3. The Board Operations staff person responsible for putting documents on the web site will do so on the same day the document is received, or no later than the following workday.
4. The front receptionist will maintain a review copy in a file at the reception station. The document will be available for public inspection during regular business hours in strict adherence with the California Public Records Act and Board and Executive Office policies. Copies will be made available to the public immediately upon request and payment of the appropriate copying fee.

4/25/02

C:\My Documents\Board report policy.doc



Los Angeles County **BOARD OF SUPERVISORS POLICY MANUAL**

| Policy #: | Title: | Effective Date: |
|-----------|---|-----------------|
| 3.140 | Media Policy Guidelines For Departments | 03/29/94 |

PURPOSE

Establishes a media policy declaring:

- The Board's intent that requests for public information be honored on a timely basis with full disclosure provided for by law.
- The Board's commitment to openness in County government and clarifies the Board's expectation that County departments give priority to media requests for public information.

REFERENCE

March 29, 1994 Board Order No. 17

April 29, 1994 Chief Administrative Office memo, "Media Policy Guideline for Departments"

April 2, 2002 Board Order No. 94

POLICY

The Board adopted the following policy: "The Board of Supervisors is committed to openness in County government. The Board fully supports the public's right to know and expects priority to be given to requests for public information - recognizing good government requires an informed citizenry. Public records must be released except in limited exceptions detailed by law or in which it can be demonstrated that the public interest in keeping certain information confidential clearly outweighs the public interest served by disclosure of the record. Even in cases where the County has a specific amount of time legally in which to respond to a request for a public record, the Board

does not wish unnecessary delays imposed."

Priority shall be given to requests for public information from the media.

The CAO/Public Affairs Office is the Board's representative in resolving disputes between the media and departments.

There will be no charge for duplicating routine records. A charge may be assessed when requests are of an extensive nature.

RESPONSIBLE DEPARTMENT

Chief Administrative Office

DATE ISSUED/SUNSET DATE

Issue Date: March 29, 1994
Re-Issue Date: April 2, 2002

Sunset Date: March 29, 2003
Sunset Date: March 29, 2013

PAGE < **PAGE >**